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3 FEB 1970

MEMORANDUM FOR: Executive Director-Comptroller  
THROUGH : Deputy Director for Support 4 FEB 1970  
SUBJECT : Federal Government Accountants Awards Program  
REFERENCE : Letter to the Director from Francis W. Lyle, President, Federal Government Accountants Association of Washington, dated 19 December 1969

1. This memorandum transmits for your signature a reply to referent letter which invited the Director to nominate a candidate for the 11th Annual Awards Program for outstanding achievement in the improvement of Financial management in the Federal Service.

2. The Agency has submitted no nominations for this award since 1967 when Lester E. Bush was its candidate. I sent a memorandum to you and the Deputy Directors in April 1969 requesting nominations for the Agency's Public Service Awards Program. No nominations were received for the Federal Government Accountants Awards Program.

3. It is recommended that you sign the attached letter to Mr. John R. Kurelich, Chairman, Committee on Cooperation With Government Agencies, advising him that the Agency will not nominate a candidate this year. The deadline for submission of nominations is 28 February 1970.

[Signature Box]

Robert S. Wattles  
Director of Personnel

STATINTL

Att

DD/S 70-0462  
0021-5

69-6251/A

9 FEB 1970

Mr. John R. Kurelich, Chairman  
Committee on Cooperation With Government Agencies  
Washington Chapter  
Federal Government Accountants Association  
Post Office Box 423  
Washington, D. C. 20044

Dear Mr. Kurelich:

Mr. Helms has asked me to reply to Mr. Lyle's letter of 14 December 1969, inviting him to submit nominations for the Federal Government Accountants Awards Program.

After careful consideration of potential candidates, we have decided not to propose a candidate this year. We appreciate the opportunity to participate in this program and hope to nominate some of our outstanding employees in the future.

Sincerely,

/s/ L. K. White

L. K. White  
Executive Director /s/ Robert S. Wattles

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Originator:

3 FEB 1970  
Director of Personnel

Concur:

Deputy Director for Support

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| 1  | The Executive Director | .    |          |
| 2  |                        |      |          |
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69-5749

# FEDERAL GOVERNMENT ACCOUNTANTS ASSOCIATION OF WASHINGTON

Founded September 14, 1950

P. O. BOX 423

WASHINGTON, D. C., 20044

Executive Registry  
69-6251

DEC 12 1969

## CHAPTER EXECUTIVE COMMITTEE F.Y. 1970

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Francis W. Lyle  
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Post Office Department

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Department of the Treasury

Honorable Richard Helms  
Director of Central Intelligence  
Washington, D. C. 20505

Dear Mr. Helms:

For the past ten years the Washington Chapter of the Federal Government Accountants Association has been honoring Government employees who have made outstanding contributions to the improvement of financial management in their respective agencies. Through this awards program, we hope to stimulate interest in accounting as a professional career in the Federal Government.

We are again soliciting nominations for these awards, and welcome your nominations. Agencies may use their existing awards program in making nominations for our awards. Nominations should be sent to Mr. John R. Kurelich, Chairman, Committee on Cooperation With Government Agencies, Washington Chapter, Federal Government Accountants Association, Post Office Box 423, Washington, D. C., 20044. Nominations are due by February 28, 1970. A description of the program and the criteria for nominations are enclosed. Any questions concerning the program should be sent to this address or discussed with Mr. Kurelich who can be reached on IDS Code 138, Ext. 56306, or by direct dialing the commercial number 755-6306.

Your past cooperation and attention in this matter is appreciated, and we are looking forward to receiving your nominations.

Sincerely yours,

*Francis W. Lyle*

Francis W. Lyle  
President

Enclosure

**Washington Chapter**

**Federal Government Accountants Association**

Sponsored By



**Announcing The 11th Annual Awards Program for  
Outstanding Achievement in the Improvement of  
Financial Management in the Federal Service**

**OFFICERS AND DIRECTORS**

**OFFICERS**

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Gerald Murphy                      Shirley R. Shelton  
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Transportation*



**1. Purpose.** The purpose of the Federal Government Accountants Awards Program is to accord special recognition of outstanding achievement in developing and improving financial management in the Federal Service through effective use of accounting as an integral element thereof, and to stimulate interest in accounting as a professional career in the Federal Government.

**2. Type of Award.** The awards will be honorary in recognition of creative efforts and important contributions toward Federal financial management objectives. Recognition will be given by the awarding of scrolls to outstanding individuals, or groups, who meet the standards stated in these rules and guidelines. From those nominated by the agencies, selections for the awards will be made by the Awards Committee.

**3. Awards Committee.** The Awards Committee will be appointed by the President of the Washington Chapter.

**4. Eligibility.** Any member of the FGAA of Washington or any person in the Washington Metropolitan Area who was employed in the Federal Service at the time the work being recognized was performed will be eligible for consideration for an award. The individual must have a record of exceptional competence, integrity and devotion to his field of endeavor and his achievement must constitute a notably outstanding contribution to financial administration, during the year immediately preceding FEBRUARY 28, 1970.

**5. Area of Awards.** Nominations for awards are requested (see item 7) in the area of financial management as determined by the Awards Committee. This area may include, but is not limited to such activities as:

- a. Accounting systems
- b. Auditing
- c. Budgeting
- d. Accounting operations
- e. Programming
- f. Financial reporting
- g. Automatic data processing
- h. Financial management training
- i. Performance and productivity accounting

**6. Guidelines and examples of Achievement to be Considered.** In selecting candidates for nomination, agencies should consider accomplishments made to implement financial management legislation designed to improve management planning and control techniques and, through better use of in-

formation, has resulted in more efficient and economical operations. Examples:

a. Developed a single integrated financial management system, based on a framework of planning and control by activity and area of responsibility, and utilizing costs as a basis of control at operating levels in tandem with fund management and control only at appropriately higher levels.

b. Conducted a complete functional analysis of agency operations, resulting in an approved activity account structure, by organization unit, for common use in budget formulation, presentation, and execution; and identification of related quantitative data for regular use in projection and performance evaluation.

c. Developed and documented an accrual accounting system in conjunction with or in contemplation of internal cost-based budgeting, designed to serve through effective reports the informational needs of an existing or planned integrated financial management system.

d. Developed and initiated a comprehensive system for the overall audit of major agency-wide programs.

e. Initiated or developed an automatic data processing system to meet the agency's financial and statistical reporting needs.

f. Developed a comprehensive financial management training program.

g. Conducted a comprehensive financial management study which resulted in the establishment of more efficient and effective management.

**7. Nominations.** Each nomination should be supported by a written justification which should cite specific examples and details. The supporting data should be limited to facts, insofar as possible, rather than opinions or conclusions and should not exceed two typewritten pages. The nomination should include the nominee's name, position, title and grade, organizational location, residence or post office address, education, degrees received and any other pertinent information. Agencies should feel free to use their existing awards program when selecting nominees.

All nominations must be in the hands of the Committee by FEBRUARY 28, 1970, mailing address as follows: John R. Kurelich, Chairman, Committee on Cooperation with Government Agencies, P. O. Box 423, Washington, D. C. 20044.

**8. Presentation.** The awards will be presented publicly at the regular dinner meeting of the FGAA of Washington in May 1970. The award winners will be guests of honor. As much publicity as possible will be given Award Winners.

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